

Fiscal Year 1961 Report
for
Records Systems and Disposition

Salaries \$56,930

Tangible Benefits \$75,938

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1. Completed 25 shelf-filing installations which included three [redacted] Filing capacity was increased by 42% while floor space requirements decreased 65%. These installations permitted the release of 500 pieces of filing equipment valued at \$62,700 which delayed the need for procurement of new equipment for current demands. The cost of shelf file materials was \$40,000.

2. Disapproved a request for 150 two-drawer safes costing \$51,048 on the basis that there was no immediate need for them overseas.

3. Installed 22 filing systems, 14 of which were conventional administrative subject-numeric systems and 8 were specially designed to meet the filing requirements. The training of 133 persons through 3 filing workshops contributed to promoting these installations.

4. The reduction of a card file in Immunization Branch of the Medical Staff from letter size to a 5x8 card resulted in the transfer of 33 cu. ft. of records to the Records Center and the release of five safes to supply with a replacement value of \$2,190.

5. Studied the activity and growth of files in the Indices Section of Security Records Division. Together with officials of the O/S examined 16 different types of files and recommended purchasing 40 units of Roll-Dex to house approximately one million index cards.

6. Prepared and distributed 95 sets of pre-labeled folders for use in setting up 1961 subject-numeric files in various components throughout the Agency.

7. Conducted a study of the badge file in the Office of Security. Among the suggestions included in the report were: that the office reschedule EOD's for badge processing; that the sequence of processing be changed; that a single request for authority be used to issue most types of credentials; that security violations not be recorded in the badge files; and that the files be housed in card cabinets rather than in elevator files as requested by the Office.

8. Developed Records Control Schedules for seven Headquarters components covering over 16,000 cu. ft. of records, destroying 64 cu. ft. during survey.

9. Assisted Records Officers with development of three revised records control schedules. These covered more than 30,000 cu. ft. of records.

10. Audited records management programs in 3 offices and prepared revised records control schedules. Reviewed two revised schedules prepared by the Area Records Officers.

11. Conducted a comprehensive records management survey of the Security Records Division in the Office of Security. Sixty-four recommendations were submitted which included proposals to:

- a. Establish a full-time Records Officer position in O/S,
- b. Eliminate all controls except one on cases processed through SRD,
- c. Integrate overt and covert files into one series,
- d. Revise report requirements, purchase new equipment, use agency forms, and other proposals.

During the survey eight changes were accomplished and the Division was provided with forms, supplies and other material to assist them in implementing several of the recommendations. A summary of the report was given to the Automation Data Processing Staff for use in studies on automation or mechanization of these files in connection with the WALNUT Project.

12. Reviewed and approved nine Vital Records Deposit Schedules.

13. As a result of a flood threat in the West Potomac Park Area during February a large volume of records was removed from the area either by retiring to the Records Center or destruction. One component alone released approximately five tons for burning and transferred 80 boxes of records to the Records Center. Since the tempo of disposal of records greatly increased during this period, a memorandum was disseminated to all Area Records Officers calling attention to the need for greater consideration to removal of records from all components. Attention was also called to the need for further reduction in records holdings prior to moving to the new building.

14. Prevailed upon the Office of Personnel to change the method of retiring separated employees' official personnel folders. Heretofore, O/P had been retiring the CIA portion of employment to the Agency Records Center and the remainder to the Federal Records Center in St. Louis. An agreement was reached to transfer the folder, in toto, to the Agency Records Center which will conform to prescribed Federal Personnel Regulations. In addition, the retirement period was decreased from one year to one month after termination of employment. This will release to O/P filing space now occupied by inactive files.

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